

# UTAH NATIONAL GUARD STATE TUITION ASSISTANCE

For additional information, hover over each field for detailed guidance

Control Number:

## SECTION ONE: APPLICANT INFORMATION

Member Name: Last	First	M.I.	Separation Date	Rank	Component	Today's Date
Military Email Address	Civilian Email Address	Phone Number	Using Post-9/11 Benefits?	Duty Status		

## SECTION TWO: EDUCATIONAL INSTITUTION / CERTIFYING SCHOOL OFFICIAL CONTACT

Name of School / Institution	Address	City	State	Zip Code	Phone
Educational Area of Study / Program	Degree Type	Current GPA	Remaining Credit Hrs.	Class Start Date	Class End Date

**Member's Typed Initials  
Signifying Review and  
Certification**

**AGREEMENT SIGNIFIED BY MEMBER INITIALS:** I have reviewed and completed this application in accordance with the Utah State Tuition Assistance Policy. Submitting this application to the STA Officer implies that I have read and agree to the Statement of Understanding. The information I have provided is true and correct.

## SECTION THREE: COURSE AND TUITION INFORMATION

Course Number	Course Title / Description	Credit Hours	Cost per Credit Hour or Total Certificate Cost	Fees	Class Cost	Paid By State Office Use Only	Paid By Member Office Use Only
1							
2							
3							
4							
5							
6							
7							
8							
<b>TOTALS:</b>							

Email completed application to: FOR AIR GUARD: 151arw.sta@ang.af.mil FOR ARMY GUARD: ng.ut.utarng.list.education-office@mail.mil

## SECTION FOUR: STATE TUITION ASSISTANCE ADMINISTRATION ACKNOWLEDGMENT & APPROVAL (STA OFFICE USE ONLY)

Name of STA Verifying Official	Verifying Official Signature	Contact Phone Number	Date
Name of STA Payment Authorization Official	Payment Authorization Signature	Contact Phone Number	Date
Remaining STA Amount		If change, previous STA number:	
		Date change request received:	

Administrator Notes:

## SECTION FIVE: INSTITUTION ENDORSEMENT AND VALIDATION (To be completed upon course completion)

Member Name

Class Start Date

Class End Date

Service Members will ensure this section is accomplished AFTER the approved courses/classes have been completed. Service Members utilizing State Tuition Assistance must show validation that the courses approved in this STA form align with a degree plan or certificate program and have been completed successfully. **The final, completed, Utah National Guard State Tuition Assistance form, with Institution Endorsement, must be submitted to an STA Administrator no less than 30 days after course completion.** The instructions below outline the process to complete this section.

- 1) Within **30 days** of course completion, provide a printed copy of the approved STA form to an authorized School Certifying Official (SCO). This may be an academic advisor / counselor, Veteran's Administration liaison, school bursar or financial counselor.
- 3) The School Certifying Official (SCO) will verify the information below (Degree Plan and Course Grade).
  - a) The SCO will annotate whether the class was part of a degree plan with a "Yes" or a "No" in the field adjacent to the specific class.
  - b) The SCO will annotate the course grade in the field adjacent to the specific class.
- 4) The School Certifying Official sign the form attesting to the course requirement and grade.
- 5) The Service Member will scan this page (Page 2) and return it to the State Tuition Assistance managers within **30 days** of class/course completion.

Educational Institution

School Certifying Official (SCO) Name

SCO Phone Number

SCO Email Address

Course Number	Course Title / Description	Class Part of Degree Plan (Yes/No)	Course Grade (A-F, I, W, etc.)	School Certifying Official Notes	STA OFFICE USE ONLY
1					
2					
3					
4					
5					
6					
7					
8					

I certify that the completed courses and/or classes meet the coursework stipulated in the student's academic goal and/or degree plan on file. Furthermore, I certify that the grades listed above are accurate.

School Certifying Official Signature

Date

## SECTION SIX: INVOICE / BILLING INSTRUCTIONS

Educational Institutions please send a copy of this form and an invoice to:

Utah National Guard, Attention: SMD  
12953 South Minuteman Drive  
Draper, Utah 84020-9286

Email: [ng.ut.utarng.list.om-mgrs-state-tuition-assistance@mail.mil](mailto:ng.ut.utarng.list.om-mgrs-state-tuition-assistance@mail.mil)

Educational Institutions can contact the Education Service Office at:

Billing / Invoice Inquiries: **801-432-4442**

STA Program Inquiries: **801-432-4534**